

This is the Preliminary working draft. PE can use this draft for their Tender preparation. During preparation of Tender, if any problem/ confusion arise, PE's are requested to contact with CPTU for further clarifications. If any comments/suggestions to offer please send them to e-mail:

FINAL DRAFT



Preliminary Working Draft

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Application Form for Enlistment (SAFE) for Goods

(for values up to Tk. **2.5 million**)

**Central Procurement Technical Unit
Implementation Monitoring and Evaluation Division
Ministry of Planning**

| ~~JUNE~~April 2016
(SAFE - A)

Preliminary Working Draft

Guidance Notes on the use of Standard Application Form for Enlistment (SAFE) for Goods

1. These guidance notes have been prepared by the **CPTU** to assist a Procuring Entity (PE) for preparing and maintaining, using the Standard Application Form for Enlistment (**SAFE**), list(s) of enlisted suppliers for use only in the case of Procurement of Goods and Related Services under Limited Tendering Method (**LTM**).
2. The procedure for enlistment shall follow the provisions in Rule 52 of the Public Procurement Rules, 2008 (PPR 2008) in accordance with Section 32 of the Public Procurement Act, 2006 including amendment thereto. **SAFE** has been adapted based upon the best national practices to suit the particular needs of Procurement of Goods and Related Services of low value.
3. The use of **SAFE** applies when a PE intends to select suppliers for the Procurement of goods and related services under LTM Method pursuant to **Rule 63(2)** of the PPR 2008.
4. PE's shall maintain the list of enlisted suppliers by types and categories of Goods and Related Services as appropriate.
5. **SAFE** Document shall be made available to the potential applicant/enlisted suppliers for enlistment/renewal of enlisted suppliers/contractors as soon as the relevant advertisement is published in the newspapers.
6. The price of the Application Form shall be fixed by the PE for enlisting the suppliers / renewing enlistment of the suppliers on the basis of reproduction and administrative cost of the SAFE documents. The price of Application Form shall be non-refundable and payable in the form of Pay Order/Bank Draft/postal order in favour of the PE.
7. Application shall be hand-delivered and upon request from the Applicant the PE shall provide necessary acknowledgement of receipt. If the SAFE document allows electronic submission, the same also can be done.
8. PE shall directly advertise Invitations for Enlistment (IFE) pursuant to Rule 90 of the PPR 2008 and IFE shall follow the specified formats in Part A, of Schedule X of the PPR 2008 (Also provided with this document).

9. IFE shall be advertised usually at the beginning of each Financial Year and preferably be completed in all respects by July of the Financial Year so as to facilitate participation by the newly enlisted suppliers in the upcoming Procurement Proceedings, until such time the previous list will remain in vogue.
10. The list shall be prepared/ updated on annual basis by an Enlistment Committee and the list approved by the Head of Procuring Entity (HOPE) or an officer authorized by him or her pursuant to Rule 52(3) of the PPR 2008. The enlisted suppliers may be retained or excluded from the approved list upon performance evaluation as per a standard policy approved by the Head of Procuring Entity which should be made available to prospective suppliers during the enlistment process. The key performance indicators should also be made available to them to make them aware about the performance evaluation process.
11. The PE shall give minimum seven (7) days time for preparation and submission of Application pursuant to Rule 52 of the PPR 2008.
12. Minimum qualifying requirement for enlistment or renewal of enlistment shall be specified in Para 4 of the Application Form. For much detailed requirement additional sheets may be used by the PE/applicants.
13. The selected Applicants shall be required to deposit a predetermined fee of Tk. 5,000 (Taka Five Thousand) as **'Enlistment Fee'** and Tk. 2,000 (Taka Two Thousand) for **'Renewal of Enlistment Fee'** in the form of Pay Order/ Bank/Demand Draft in favour of the PE.

[enter here the name and address of the Procuring Entity]

Standard Application Form for Enlistment (SAFE) for Goods

(for values up to Tk. 2.5 million)

[enter here the nature of the goods and related services]

Invitation for Enlistment (IFE) No:

Issued on:

Phone No:

Fax No:

[enter here the name and address of the Procuring Entity]

Invitation for Enlistment (Part A, of Schedule X of the PPR 2008)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1.	Ministry/Division			
2.	Agency			
3.	Procuring Entity Name			
4.	Procuring Entity District			
5.	Invitation for	Enlistment		
6.	Invitation Ref No			
7.	Date			
KEY INFORMATION				
8.	Procurement Method	Limited Tendering Method		
PARTICULAR INFORMATION				
		Date	Time	
9.	Application Closing Date and Time			
10.	Name & Address of the Office(s)	Address		
	- Application Form Availability			
	- Receiving Application Form			
INFORMATION FOR APPLICANT				
11.	Eligibility of Applicant	a. Must have valid Trade License b. Must have TIN c. Must have Bank Solvency Certificate d. Specify others, if any		
12.	Price of Application Form (Tk)	to be fixed by the PE		
13.	Enlistment / Renewal Fee (Tk)	5000.00/2000.00		
PROCURING ENTITY DETAILS				
14.	Name of Official Inviting Application			
15.	Designation of Official Inviting Application			
16.	Address of Official Inviting Application			
17.	Contact details of Official Inviting Application	< Tel. No. >	< Fax No. >	< e-mail >
18.	The Procuring Entity reserves the right to reject all Applications			

(Signature Block)

Application Submission Letter

IFE No: _____

Date: dd/mm/yy

To: *[Name and address of Procuring Entity]*

I/We declare that, I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Application in this enlistment/ renewal of enlistment process in my/our own name or other name or in different names.

I/We have examined and have no reservations to the Document issued by you.

I/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Applications or annul the enlistment proceedings without incurring any liability to Applicant.

**Signature of the
Applicant**

[Enter here the name and address of the Procuring Entity]

FOR ENLISTMENT/RENEWAL OF ENLISTMENT

Application

[This Form should be completed and signed by Applicant]

To: <i>[Name and address of Procuring Entity]</i>	Date :
Invitation for Enlistment No:	
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal Application <i>[USE ✓ MARKS]</i>	

1. Information of the Applicant		
1.1	Applicant's legal Name:	
1.2	Constitution of Applicant: <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd
1.3	Date of Constitution :	
1.4	Business/Mailing Address :	<ul style="list-style-type: none">• Vill/Street:• P.O:• District/City:• Post Code:• Telephone:• Fax:• E-Mail:

1.5	VAT Registration Number :	
1.6	TIN :	
1.7	Personal Information of Proprietor/Managing Director/.....	<ul style="list-style-type: none"> Name: Male / Female [USE ✓ MARKS] Father's Name: Mother's name: Age: Educational Qualification: National ID (if any):
1.8	Details continuation of 1.6	<ul style="list-style-type: none"> Telephone: Fax: E-Mail:
1.9	Particulars of Bank Account	<ul style="list-style-type: none"> Name of the Bank: Branch: A/C No:
2. Other Information of the Applicant		
2.1	Applicant Category [USE ✓ MARKS]	<input type="checkbox"/> Standard off- the- shelf <input type="checkbox"/> Custom designed <input type="checkbox"/> Others/Misc. (Specify)
2.2	Number of Employees:	<ul style="list-style-type: none"> Technical: Support staff: Others: <i>[List of Key Personnel, CV of Technical Personnel are to be attached with the application]</i>
2.3	Financial Resources available to meet the cash flow: (Attach all relevant papers to support the financial solvency like Bank Solvency certificate, Bank line of credit availability and other financial documents to prove financial capacity to undertake the task up to Tk 2,500,000).	
	No	Source of Financing
		Amount Available

3. Information on Debarment:		
3.1	Have you ever been debarred by any Govt. agency [USE ✓ MARKS]	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where and for how long.

4.	Legal/Regulatory Requirement:		
4.1	a. Trade License b. TIN Certificate c. VAT Registration d. Article of Incorporation if applicable.		
5.	List of supporting documents submitted (tick appropriate one):		
5.1	• 3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>	
5.2	• TIN Certificate	<input type="checkbox"/>	
5.3	• VAT Registration certificate	<input type="checkbox"/>	
5.4	• Affidavit/Articles of Incorporation of the Firm (as applicable)	<input type="checkbox"/>	
5.5	• Valid Trade License	<input type="checkbox"/>	
5.6	• Evidence in support of age of Proprietor/Managing Director i.e.NID	<input type="checkbox"/>	
5.7	• Original or copies of certificates for supply, from concerned departments/organisations/clients,(Ref para 4)	<input type="checkbox"/>	
5.8	• An affidavit, confirming that the Applicant has the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices	<input type="checkbox"/>	
5.9	• Documentary evidence of supplying goods and related services	<input type="checkbox"/>	
6.	Specimen Signature of the Applicant:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

Affidavit to be submitted by Applicants

(To be executed on non-judicial stamp paper)\

I..... S/o//D/o..... presently residing
at hereby state as follows:

I was born on..... (date) in -----(name of District)

I take oath and solemnly declare/affirm that, I have the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by any of the PE's under any Government/semi Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh.

and

the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

.....

Applicant

Signature of the

WITNESSES

1.....

2.....

Sworn to before me

This..... Day of20 at

.....

Notary Public

Notary Public